

TRAINING OPPORTUNITIES

12/4/2018

On-Demand Training

We are busy juggling work, family & other responsibilities, so it's understandable if we sometimes can't spare 60 minutes or more for a training session, no matter how informative or engaging it is. The On-Demand training sessions from the Employee Assistance program are (5-10 minutes) training modules which include fun, interactive features & help us build practical skills to deal with real-life challenges. Topics include Balancing Work & Life, Managing Personal Finances, Time Management Tools & Personal Health. Information can be found on the EAP web portal www.guidanceresources.com.

On-Going State Resource

Date/Time	Course Title	Fee	Registration Contact	Location	Target Audience	Description/Purpose
On-going Self-Paced	Harassment Prevention Training	\$0*	KS Human Rights Commission (KHRC) - Visit online at: http://www.da.ks.gov/ps/training/lectora%20harassment-2/	Online	All Employees	This online course promotes an understanding & increased awareness of harassment, including sexual harassment. This presentation defines an inclusive workplace, reviews why an inclusive workplace is important, discusses workplace harassment, including sexual harassment, & provides guidance on what to do if you feel that you have been harassed. If you are a supervisor, this presentation reviews what you should do if you receive a report of harassment or witness harassment.
On-going Self-Paced	General IT Security Awareness Training (ID #: 1070513) KS New Employee Orientation (ID #: 1051574) Successfully Dealing with Challenging Customers (ID #: 1069122)	\$0*	KS Department of Health & Environment (KDHE) and KS Department of Commerce - General IT Security Awareness & KS New Employee Orientation Successfully Dealing with Challenging Customers Visit KANSAS TRAIN at https://www.train.org/ks/ , register/login, & look up by Course ID#	Online	All Employees	<u>IT Security Awareness:</u> This online training presents information necessary for IT system managers, administrators & users to demonstrate awareness of system security requirements & discuss user's responsibility to protect IT systems & data. <u>New Employee Orientation:</u> Provides necessary vital information to newly hired employees regarding benefits, policies, procedures & expectations. <u>Successfully Dealing with Challenging Customers:</u> This online course identifies reasons customers may appear unreasonable & what gets in the way of working with challenging customers. Describes the importance & best practices of effective communication with your customers. This online course is designed to equip employees with knowledge needed to work with challenging customers & best serve those customers effectively.
On-going Self-Paced	FMLA Supervisory Training	\$0*	KS Department of Administration (KDoA) - Visit online at: http://da.ks.gov/ps/training/fmla/	Online	Supervisors	In this online course, participants will be given the information necessary to better understand & apply the regulations outlined by the Family and Medical Leave Act (FMLA). This course is designed to give a general understanding of FMLA law & practical guidance on its administration. More specifically, participants will learn how their role as a supervisor is important in ensuring proper management of the law.
On-going Self-Paced	FMLA Training for Employees	\$0*	KS Department of Administration (KDoA) - Visit online at: http://da.ks.gov/ps/training/employeeefmla5/	Online	All Employees	In this online course, participants will be given the information necessary to better understand & apply the regulations outlined by the Family and Medical Leave Act (FMLA). This course is designed to give a general understanding of the FMLA law & how it applies to State employees. Participants will learn what might trigger a FMLA event, how they would apply for FMLA & what their responsibilities would be while on FMLA.

On-going Self-Paced	<p>HIPAA Awareness (ID #: 1047429)</p> <p>HIPAA: Allowable Disclosures & Safeguards (ID #: 1072478)</p> <p>HIPAA: Right to Access & Documentation (ID #: 1072486)</p>	\$0*	<p>KS Department of Health & Environment (KDHE) -</p> <p>Visit KANSAS TRAIN at https://www.train.org/ks/, register/login, & look up by Course ID#</p>	Online	All Employees	<p>HIPAA Awareness: After completing this online course, you will be able to explain the source of HIPAA, indicate two on-site HIPAA information sources & identify two HIPAA rules & two consequences of HIPAA violations.</p> <p>HIPAA: Allowable Disclosures & Safeguards: After completing this online course, you will be able to determine possible Protected Health Information (PHI) & how to safeguard it. You will also be able to determine correct action related to incidental disclosure, define the minimum necessary information applicable to the job & determine correct actions, differentiate exempt disclosures from non-exempt Protected Health Information (PHI) & determine correct actions, respond correctly to information transmission format scenarios & locate a resource for further information.</p> <p>HIPAA: Right to Access & Documentation: After completing this online course, you will be able to recognize that your organization has HIPAA forms & compliance officer. You will also be able to demonstrate concept mastery through scenario decision making & locate resources for further information.</p>
On-going Schedule by Appointment	Inappropriate Behavior & the Inclusive Workplace	\$0*	<p>KS Human Rights Commission (KHRC) -</p> <p>Ruth Glover at: Ruth.Glover@ks.gov</p>	By Appointment	All Employees	The presentation includes a definition of an inclusive workplace, a review of why an inclusive workplace is important, discussion of workplace harassment, including sexual harassment & behavior that, although it does not meet the definition of harassment, is still inappropriate in the workplace. Includes numerous examples of harassing behavior & inappropriate behavior. Includes a video on sexual harassment. Can include an optional quiz, acknowledgement of training form, and/or video on diversity.
On-going Schedule by Appointment	Records Management 101	\$0*	<p>KS Historical Society (KSHS) -</p> <p>Megan Rohleder at: mrohleder@kshs.org</p>	By Appointment	Records Officers or Designees; All Employees	This course covers the basic information needed for records managers, Records Officers, or designees revising retention schedules for their agencies. The course also walks attendees through why records management is important, legal requirements, paper & electronic records, the State Records Board, & Electronic Records Committee. The course concludes with a hands on workshop designed to introduce attendees to revising & constructing retention schedules & helpful advice on how to start revisions of their agency's schedule.
On-going Schedule by Appointment	Shared Drive Clean Up	\$0*	<p>KS Historical Society (KSHS) -</p> <p>Megan Rohleder at: mrohleder@kshs.org</p>	By Appointment	All Employees	This course covers the basics of cleaning up an agency or division shared drive. The course walks attendees through the process of how to identify what records are in the shared drive, who created them, retention requirements & programs/software that will identify duplicate records & will clean up space for future use. The course will include a hands on demonstration of software used by the Historical Society in managing a shared drive.

On-going Self- Paced	State Library - LearningExpress Library	\$0*	State Library of Kansas (SLK) - Sarah Tenfelde-Dubois at: Sarah.Tenfelde-Dubois@ks.gov	Online	All Employees	<p>LearningExpress Library is a system of online tutorials, eBooks & other materials funded & made available to all Kansans by the State Library of Kansas. State employees will be most interested in the software tutorials available in this product (certificate on completion), but please note this contains a “Center” for various learning audiences. Practice tests for the Praxis, Law Enforcement, ACT/GED/GRE & more occupational or entrance exams are available to all Kansans. Visit http://kslib.info/LEL & register for your personal account & use these materials.</p> <p>Courses Offered include: Adobe Dreamweaver, Adobe Flash, Adobe Illustrator, Adobe Photoshop, Microsoft Access, Microsoft Excel, Microsoft Outlook, Microsoft PowerPoint, Microsoft Project, Microsoft Publisher, Microsoft SharePoint Designer, Microsoft Visio, Microsoft Word, & Windows and Mac Operating Systems Course; Writing Skills for the Workplace; Math Review</p>
On-going Self-paced	State Library - Universal Class	\$0*	State Library of Kansas (SLK) - Sarah Tenfelde-Dubois at: Sarah.Tenfelde-Dubois@ks.gov	Online	All Employees	<p>Universal Class is a system of online courses in over 500 topics, funded & made available to all Kansans by the State Library of Kansas. Join a full course for instructor interaction, assignments & Continuing Education credits upon completion; or just watch (audit) the lecture videos to brush up on a topic. Visit http://kslib.info/uclass & register for a personal account to join or audit a course.</p> <p>Courses Offered include: Adobe Dreamweaver, Adobe Flash, Adobe Illustrator, Adobe Photoshop, Microsoft Access, Microsoft Excel, Microsoft Outlook, Microsoft PowerPoint, Microsoft Project, Microsoft Publisher, Microsoft SharePoint Designer, Microsoft Visio, Microsoft Word & Windows and Mac Operating Systems Course; Writing Skills for the Workplace; Math Review</p>
On-going Self- Paced	The Employee Assistance Program (EAP) offering: Personal Counseling, Legal Advice & Discounts, Personal Money Management Advice, Work-Life Solutions & More!	\$0*	Employee Assistance Program (KDHE) - Shannon Elwell at: Shannon.Elwell@ks.gov <i>or</i> Alec Hawley at: ahawley@compsych.com	Online	All Employees	<p>ComPsych is the provider for the Employee Assistance Program (EAP) services for the State Employee Health Plan (SEHP). The EAP has Guidance Experts to give you someone to talk to, offer expert financial & legal advice when you need it, help you discover your best financial options, assist in finding elder & child care & even someone to delegate to help you with your "to-do" list. There are also monthly webinars, articles, podcasts, videos & e-books over popular work-life topics available at no cost.</p> <p>Call 1.888.275.1205 Option 1 or go online at www.guidanceresources.com (For first time users-Web ID: SOKEAP) to get access to timely, expert information on thousands of topics, including relationships, work, school, children, wellness, legal, financial & more.</p>

Please provide the employee's ID, full name & email address when requesting course registration. Accommodations are arranged & covered by the employee's agency.

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December 2018 Course Information

Date/Time	Course Title	Fee	Registration Contact	Location	Target Audience	Description/Purpose
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12/6/2018 - 9:00 AM to 4:00 PM	*FEATURED* On a Second Thought - The Road to Critical Thinking	\$0*	KS Department of Transportation (KDOT) - Brooklyn Smith at: Brooklyn.A.Smith@ks.gov	Eisenhower State Office Building, Auditorium A	All Employees	This course helps participant to learn, understand, and apply critical thinking skills to improve the quality of decisions they make in their work and life. In the complex and ever-changing world of public service, employees must be able to deal with problems systematically, rationally and creatively. Quality decision making matters. This course offers 6 supervisory credits.
12/6/2018 - 8:30 AM to 3:30 PM	Excel 2016 Level 1	\$60	KS Department of Transportation (KDOT) - KCTC at: kdot.kctc@ks.gov or Ingrid Vandervort at: (785) 296-8993	Eisenhower State Office Building	All Employees	Students will identify the main components of the Excel window and an Excel workbook. They will use the help feature, format text, numbers, data rows and columns. They will create sum, average, min, max and count functions using AutoSum. Students will create formulas that add, multiply and divide; insert and format charts. They will preview and control page set-up options, print a worksheet and a specific area of a worksheet.
12/7/2018 - 10:30 AM to 11:30 AM	Great Minds	\$0*	KS Department of Administration (KDoA) - Craig Kibbe at: Craig.Kibbe@ks.gov	Landon State Office Building, Conference Room 560	All Employees	Collaborative discussions aimed to develop & connect our State of Kansas Workforce. The topic/article will vary from month to month, but generally involves leadership, innovation, communication or other trending workplace issues. Sessions occur the first Friday of each month at the same time & location. Register ahead to receive a link to the article that will be discussed. Please receive your supervisor's permission to attend.
12/11/2018- 12/13/2018 - 8:30 AM to 3:30 PM	Crystal Reports Writer Level 2	\$400	KS Department of Transportation (KDOT) - KCTC at: kdot.kctc@ks.gov or Ingrid Vandervort at: (785) 296-8993	Eisenhower State Office Building	All Employees	This 3-day workshop is designed for experienced Crystal Report users. The intent of the course is to increase the design skills & expand into the expert features & powerful functionality of Crystal Reports. This workshop delves into the most complex techniques used for creating reports & solving reporting problems, as well as hands-on practice time with formula solutions.
12/11/2018 - 12/13/2018 8:30 AM to 4:30 PM	Leadership Basics	\$0*	KS Department of Transportation (KDOT) - Brooklyn Smith at: Brooklyn.A.Smith@ks.gov	Eisenhower State Office Building, East Tower Conference Room	Supervisors	This course allows for new supervisors and up and coming leaders with informal leadership roles a unique approach to developing fundamental leadership skills essential to success in our organization. This class demonstrates that leadership, and the process of developing our own leadership abilities and those of others, is often a collection of experiences, courses, training and skills.
12/17/2018 - 8:30 AM to 3:30 PM	Windows 10 Basics	\$60	KS Department of Transportation (KDOT) - KCTC at: kdot.kctc@ks.gov or Ingrid Vandervort at: (785) 296-8993	Eisenhower State Office Building	All Employees	Students will identify & open objects on the Windows Desktop, use the Windows XP Help and Support Center, navigate the folder hierarchy & search for files by using My Computer and Windows Explorer, manage files & folders and work with the Recycle Bin, create simple word processing documents & drawings by using the WordPad & Paint accessories, customize the desktop by creating desktop shortcuts and using the Control Panel and Browse the Internet by using Internet Explorer & turn off Windows.
12/18/2018 - 10:00 AM to 11:00 AM	Laughter, Humor & Play to Reduce Stress & Solve Problems	\$0*	KS Department of Administration (KDoA) and ComPsych - Register online at: https://www.surveymonkey.com/r/LaughterHumorPlay	Landon State Office Building, Conference Room 509	All Employees	Professional comedians shouldn't be the only people to use smiling, laughter, humor & play as part of their daily routine. These skills are valuable for everyone. A good smile has long been a key tool for anyone who needs to influence others. Laughter is now shown to improve our pain tolerance. Humor & play can be the building blocks of problem-solving. Together they can improve our happiness & effectiveness.

12/18/2018- 12/20/2018 - 8:30 AM to 3:30 PM	Microstation	\$170	KS Department of Transportation (KDOT) - KCTC at: kdot.kctc@ks.gov or Ingrid Vandervort at: (785) 296-8993	Eisenhower State Office Building	All Employees	This is a basic level class for users to learn the tools associated with this engineering design software.
12/19/2018 - 8:30 AM to 3:30 PM	Word 2016 Level 2	\$60	KS Department of Transportation (KDOT) - KCTC at: kdot.kctc@ks.gov or Ingrid Vandervort at: (785) 296-8993	Eisenhower State Office Building	All Employees	Create and format sections in a document, create multiple columns & sort text in columns. Work with tables by formatting the cell text, resizing rows and columns, adding borders & shading, using the Table Auto Format command & drawing a table. Import Excel data into Word tables, use formulas to perform calculations and link & embed Excel data. Create & modify styles to format text and to set up & use different views, including Outline view, the Document Map pane and thumbnails. Create and manipulate Headers & Footers. Working with Styles. Creating labels and envelopes. Working with Graphics Revisions in a document.
12/20/2018 - 8:30 AM to 2:30 PM	Excel 2016 Level 2	\$60	KS Department of Transportation (KDOT) - KCTC at: kdot.kctc@ks.gov or Ingrid Vandervort at: (785) 296-8993	Eisenhower State Office Building	All Employees	Students will work with concepts such as consolidating data, creating a workspace, adding comments to cells & workbooks, define and apply cell & range names, create and manage templates, publish a worksheet as a PDF file, use advanced formatting techniques, sort lists & create and format a table. They will also save a worksheet as a Web page, use the AutoRepublish feature, insert & edit hyperlinks in worksheets and send a workbook via e-mail.
Please provide the employee's ID, full name & email address when requesting course registration. Accommodations are arranged & covered by the employee's agency.						
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January 2019 Course Information

Date/Time	Course Title	Fee	Registration Contact	Location	Target Audience	Description/Purpose
1/4/2019 - 10:30 AM to 11:30 AM	Great Minds	\$0*	KS Department of Administration (KDoA) - Craig Kibbe at: Craig.Kibbe@ks.gov	Landon State Office Building, Conference Room 560	All Employees	Collaborative discussions aimed to develop & connect our State of Kansas Workforce. The topic/article will vary from month to month, but generally involves leadership, innovation, communication or other trending workplace issues. Sessions occur the first Friday of each month at the same time & location. Register ahead to receive a link to the article that will be discussed. Please receive your supervisor's permission to attend.
1/8/2019- 1/9/2019 - 8:30 AM to 3:30 PM	Access 2016 Level 2	\$80	KS Department of Transportation (KDOT) - KCTC at: kdot.kctc@ks.gov or Ingrid Vandervort at: (785) 296-8993	Eisenhower State Office Building	All Employees	Normalize tables, set table relationships & implement referential integrity between related tables. Create a Lookup list field, modify Lookup field properties and use a subdatasheet to add data to related tables. Create join queries, create calculated fields in a query & use queries to view summarized and grouped data. Add unbound controls, graphics, calculated fields & a combo box to a form.

1/15/2019- 1/16/2019 - 8:30 AM to 3:30 PM	SQL Fundamentals	\$80	KS Department of Transportation (KDOT) - KCTC at: kdot.kctc@ks.gov or Ingrid Vandervort at: (785) 296-8993	Eisenhower State Office Building	All Employees	This is a basic introduction to SQL. Students will learn about retrieving data from a table, using operators, functions, joins & subqueries. Upon class completion students will receive a certificate.
1/23/2019 - 8:30 AM to 11:30 AM	Oh Snap, You Did Exactly What I Told You To Do	\$0*	KS Department of Transportation (KDOT) - Brooklyn Smith at: Brooklyn.A.Smith@ks.gov	Eisenhower State Office Building, East Tower Conference Room	All Employees	This course examines communication practices in the workplace how they impact an organization's vision, mission and values. Participants will explore four types of communication barriers and the sender/receiver roles in the transfer of information. Hands on activities in this course will help engage the visual, auditory and kinesthetic learner to better understand communication and employee performance.
1/23/2019 - 10:00 AM to 11:00 AM	10 Strategies for Improving Your Finances	\$0*	KS Department of Administration (KDoA) and ComPsych - Register online at: https://www.surveymonkey.com/r/10StrategiesforImprovingYourFinances	Landon State Office Building, Conference Room 509	All Employees	The current economic climate brings both challenges and opportunities from a financial perspective. You may wonder during these challenging times: "What should I be most careful about" & "What should my family and I work towards?" The 10 financial tips discussed in this work shop will get you on the road to financial wellbeing during challenging times.
1/23/2019 - 1:00 PM to 4:00 PM	5 Dysfunctions of a Team	\$0*	KS Department of Transportation (KDOT) - Brooklyn Smith at: Brooklyn.A.Smith@ks.gov	Eisenhower State Office Building, East Tower Conference Room	All Employees	This course teaches participants understanding the differences in how individuals work is a challenging process. It is anticipated that through training team members of KDOT with "5 Dysfunctions of a Team", teams will understand the difference in values, beliefs and morals of each employee that is assigned to our Agency. It is the desire that team members will learn to successfully work through the identified dysfunctions to create teams that are healthy, productive, and functional.
1/24/2019 - 1:00 PM to 4:00 PM	Effective Teamwork	\$0*	KS Department of Transportation (KDOT) - Brooklyn Smith at: Brooklyn.A.Smith@ks.gov	Eisenhower State Office Building, East Tower Conference Room	All Employees	This course emphasizes conflict communication that is positive, constructive, and healthy. When conflict is managed competently, it has the power to help a group make high-quality decisions. Teams will learn to harness the power of conflict to stimulate critical thinking and make better decisions.
1/29/2019 - 8:30 AM to 3:30 PM	Leading with Emotional Intelligence	\$0*	KS Department of Transportation (KDOT) - Brooklyn Smith at: Brooklyn.A.Smith@ks.gov	Eisenhower State Office Building, Auditorium A	All Employees	This course introduces participants to the field of Emotional Intelligence primarily through the works of author Daniel Goleman. Participants will discover the role EI plays in effective leadership along with the necessary behavioral competencies for success in positively influencing others.
1/29/2019- 1/30/2019 - 8:30 AM to 3:30 PM	Adobe Pro with Forms	\$80	KS Department of Transportation (KDOT) - KCTC at: kdot.kctc@ks.gov or Ingrid Vandervort at: (785) 296-8993	Eisenhower State Office Building	All Employees	Students will create PDF documents, convert to different formats, customize settings, edit documents, add bookmarks, etc. They will create interactive forms, import & export form data and print & batch process PDF documents.

1/31/2019 - 8:30 AM to 4:30 PM	PowerPoint 2016 Level 1	\$60	KS Department of Transportation (KDOT) - KCTC at: kdot.kctc@ks.gov or Ingrid Vandervort at: (785) 296-8993	Eisenhower State Office Building	All Employees	This course teaches you how to create, modify, format, build and run PowerPoint slide shows, as well as use WordArt, AutoShapes, ClipArt & graphic objects. You will learn about the PowerPoint toolbars, use the clipboard task pane and create tables using tabs. You will also learn to use the Slide transition task pane.
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February 2019 Course Information

Date/Time	Course Title	Fee	Registration Contact	Location	Target Audience	Description/Purpose
2/1/2019 - 10:30 AM to 11:30 AM	Great Minds	\$0*	KS Department of Administration (KDoA) - Craig Kibbe at: Craig.Kibbe@ks.gov	Landon State Office Building, Conference Room 560	All Employees	Collaborative discussions aimed to develop & connect our State of Kansas Workforce. The topic/article will vary from month to month, but generally involves leadership, innovation, communication or other trending workplace issues. Sessions occur the first Friday of each month at the same time & location. Register ahead to receive a link to the article that will be discussed. Please receive your supervisor's permission to attend.
2/5/2019 - 8:30 AM to 3:30 PM	Word 2016 Level 1	\$60	KS Department of Transportation (KDOT) - KCTC at: kdot.kctc@ks.gov or Ingrid Vandervort at: (785) 296-8993	Eisenhower State Office Building	All Employees	Explore the Word environment; create, save & close documents; & use the Help system. Navigate in a document; use some of Words automated tasks; use basic editing techniques; & use the Undo & Redo commands. Select text; copy & move text; & use the Find & Replace commands to modify document text. Change the appearance of a document by applying character formats, by setting tabs, by aligning paragraphs & creating lists & by setting paragraph indents & line spacing.
2/5/2019- 2/6/2019 - 8:30 AM to 3:30 PM	Access 2016 Level 3	\$80	KS Department of Transportation (KDOT) - KCTC at: kdot.kctc@ks.gov or Ingrid Vandervort at: (785) 296-8993	Eisenhower State Office Building	All Employees	Use SQL statements and examine them in Access, write SQL statements to create queries & attach an SQL statement to a command button. Create crosstab queries to summarize grouped data, create parameter queries to view results based on specified criteria and create action queries to add, delete & modify data in tables and to create new tables. Create & run macros to automate tasks and attach macros to the events of database objects. Create data validation & data-entry macros, create macros that run parameter queries, create the AutoKeys and AutoExec macros & create macros to import/export database objects. Import Access objects into an active database from another Access database & Excel, export objects from one active database to another Access database, export/import XML documents.
2/6/2019 - 8:30 AM to 3:30 PM	Excel 2016 Level 1	\$60	KS Department of Transportation (KDOT) - KCTC at: kdot.kctc@ks.gov or Ingrid Vandervort at: (785) 296-8993	Eisenhower State Office Building	All Employees	Students will identify the main components of the Excel window and an Excel workbook. They will use the help feature, format text, numbers, data rows and columns. They will create sum, average, min, max and count functions using AutoSum. Students will create formulas that add, multiply and divide; insert and format charts. They will preview and control page set-up options, print a worksheet and a specific area of a worksheet.

2/7/2019 - 8:30 AM to 3:30 PM	Outlook 2016 Level 1	\$60	KS Department of Transportation (KDOT) - KCTC at: kdot.kctc@ks.gov or Ingrid Vandervort at: (785) 296-8993	Eisenhower State Office Building	All Employees	Students will learn how to configure an e-mail account, read, create & send messages & work with file attachments. They'll also learn how to organize messages, set delivery options, print messages, set up a mail merge, work with contacts & tasks, use the Calendar & manage their Outlook folders.
2/12/2019- 2/13/2019 - 8:30 AM to 3:30 PM	Crystal Reports Writer Level 1	\$270	KS Department of Transportation (KDOT) - KCTC at: kdot.kctc@ks.gov or Ingrid Vandervort at: (785) 296-8993	Eisenhower State Office Building	All Employees	This is designed for new users of Crystal Reports 2013. Some of the topics covered include a review of the software features, report design & the creation of presentation quality reports.
2/13/2019 - 9:00 AM to 10:00 AM	The Confident You: Taking Charge of Your Life	\$0*	KS Department of Administration (KDoA) and ComPsych - Register online at: https://www.surveymonkey.com/r/TheConfidentYou	Landon State Office Building, Conference Room 509	All Employees	Have you ever had something you really wanted to say to someone, but held it back because of some kind of fear or shyness? Have you ever given in to someone else's way, and then regretted doing so because you believed strongly in your position. Do you wish you had the confidence to stand up for yourself more firmly in some situations? This workshop will give you some tips on how to add the confidence that helps you feel like you're in control.
2/13/2019 - 10:30 AM to 11:30 AM	Loving....You: Boosting Self- Esteem & Acceptance	\$0*	KS Department of Administration (KDoA) and ComPsych - Register online at: https://www.surveymonkey.com/r/LovingYou	Landon State Office Building, Conference Room 509	All Employees	Somewhere along the way, many of us have replaced our positive self-regard with a critical voice. Like a shadow, it hovers at our side, reminding us of our flaws and our unworthiness. To live a fulfilling, serene, happy life, we must learn to love and accept ourselves, flaws and all. This workshop covers the basics of self-acceptance, factors that contribute to a poor self-image and practical tips for loving yourself unconditionally.
2/14/2019 - 8:30 AM to 3:30 PM	Windows 10 Basics	\$60	KS Department of Transportation (KDOT) - KCTC at: kdot.kctc@ks.gov or Ingrid Vandervort at: (785) 296-8993	Eisenhower State Office Building	All Employees	Students will identify & open objects on the Windows Desktop, use the Windows XP Help and Support Center, navigate the folder hierarchy & search for files by using My Computer and Windows Explorer, manage files & folders and work with the Recycle Bin, create simple word processing documents & drawings by using the WordPad & Paint accessories, customize the desktop by creating desktop shortcuts and using the Control Panel and Browse the Internet by using Internet Explorer & turn off Windows.
2/19/2019 - 8:30 AM to 2:30 PM	Excel 2016 Level 2	\$60	KS Department of Transportation (KDOT) - KCTC at: kdot.kctc@ks.gov or Ingrid Vandervort at: (785) 296-8993	Eisenhower State Office Building	All Employees	Students will work with concepts such as consolidating data, creating a workspace, adding comments to cells & workbooks, define and apply cell & range names, create and manage templates, publish a worksheet as a PDF file, use advanced formatting techniques, sort lists & create and format a table. They will also save a worksheet as a Web page, use the AutoRepublish feature, insert & edit hyperlinks in worksheets and send a workbook via e-mail.

2/20/2019 - 8:30 AM to 3:30 PM	Word 2016 Level 2	\$60	KS Department of Transportation (KDOT) - KCTC at: kdot.kctc@ks.gov <i>or</i> Ingrid Vandervort at: (785) 296-8993	Eisenhower State Office Building	All Employees	Create and format sections in a document, create multiple columns & sort text in columns. Work with tables by formatting the cell text, resizing rows and columns, adding borders & shading, using the Table Auto Format command & drawing a table. Import Excel data into Word tables, use formulas to perform calculations and link & embed Excel data. Create & modify styles to format text and to set up & use different views, including Outline view, the Document Map pane and thumbnails. Create and manipulate Headers & Footers. Working with Styles. Creating labels and envelopes. Working with Graphics Revisions in a document.
2/21/2019 - 8:30 AM to 3:30 PM	Outlook 2016 Level 2	\$60	KS Department of Transportation (KDOT) - KCTC at: kdot.kctc@ks.gov <i>or</i> Ingrid Vandervort at: (785) 296-8993	Eisenhower State Office Building	All Employees	Students will customize the Outlook environment via the Ribbon, Quick Access Toolbar, To-Do Bar and Reading Pane. Create groups, shortcuts & address books; customize email options, set alerts & use voting buttons. Use and customize instant search of the Inbox, all folders, Contacts, Tasks & Calendar. Use categories, Rules & Automatic Reply messages. Use advanced methods of setting up, organizing and moving items within folders & sub-folders (including folder clean-up & deletion of folders). Create, delete and use public folders & learn to post and delete items within public folders.

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